**REQUEST FOR QUOTATION**

**ISO 9001 ACCREDITATION CONSULTANT**

**Background**

Conway Control Systems Ltd (CCS) is a company that specialises in the manufacture and supply of thermocouples, control systems and instrumentation for use in a number of industrial sectors and applications. Demand is from domestic and international companies that specialise in fire testing, chemical and glass production, pharmaceutical, food, aerospace, military and automotive applications.

Many applications require demonstration of the latest quality standards, namely ISO9001:2015. The business employs 8-10 staff and has grown steadily over the past few years. Accreditation to ISO 9001:2015 would assist in further efficient growth of the business. The creation of a revised ISO accredited quality management system would also support efficiencies in the day to day running of the business including:

• product traceability

• risk management

• recruitment and training

• customer satisfaction

Obtaining and maintaining ISO9001:2015 accreditation will also enable the business to secure larger contracts and generate further opportunities for expansion and growth.

The company understands the work required to obtain and maintain accreditation, having worked with older standards for ISO9001 and has standard operating procedures in place to cover the day to day processes within the business.

**Requirement**

This RFQ is for management consultancy services to aid CCS with preparing and setting up its systems to gain ISO accreditation for 9001:2015. As CCS grows it expects to efficiently demonstrate UKAS accreditation to ISO standards (ISO9001:2015). Equally it will need recognised procedures in place to manage company expansion.

**Deliverable Timescale**

CCS is looking to commence the project immediately and complete within 3-6 months.

**Indicative Budget**

This work will be part funded though the European Regional Development Fund. The project falls within the £2,500 - £24,999 bracket and therefore, under current Public Procurement Regulations, there is no formal tender procedure but a detailed written quotation is required.

**Evaluation Criteria**

Quotations will be assessed and scored on the following criteria:

**Cost (40%)**

**Demonstrable Understanding of Industry Sector (20%)**

**Delivery Timescale (20%)**

**Ease of Communication (20%)**

**Scoring Methodology**

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| --- | --- |
| 4 Excellent | Proposal meets and in some places exceeds the required standard |
| 3 Good | Proposal meets required standard |
| 2 Acceptable | Proposal meets the required standard in most respects, but is lacking or inconsistent in others |
| 1 Poor | Proposal falls short of expected standard |
| 0 Unacceptable | Completely or significantly fails to meet required standard or does not provide the relevant answer |

**Proposal Format**

Proposals should clearly demonstrate how they meet the requirement set out above.

**Deadline and Submission**

Quotations are required by 5:00pm Friday 13 October 2017, either electronically or by post/in person to Graham Conway, Southlyn, Farnworth Road, Penketh, Warrington, Cheshire, WA5 2TX

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**Date Published**

3rd October 2017

**This work is part funded by the European Regional Development Fund.**